

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	1	2	2	5
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Section A

Reference and administration details

Charity name

114TH STOKE-ON-TRENT AND NEWCASTLE-
UNDER-LYME DIVISION 1ST TRENTAM SCOUT
GROUP

Other names the charity is known by

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Registered charity number (if any)

1	0	3	7	6	5	6
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Charity's principal address

Trentam Scout House, Churchill Avenue

Trentam, Stoke on Trent

Staffordshire

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Kevin Sutton	Trustee	
2	Esther Harrison-Cloke	Trustee	
3	Diane Lesley Holmes	Trustee	
4	Christopher Holland	Trustee	
5	Philip Marks	Trustee	
6	Mike Rochelle	Trustee	01/01/25-27/10/25

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for:
a) the induction and training of trustees;
b) trustee' consideration of major risks and the systems and procedures to manage them

The Group is managed by the Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Board consists of at least 5 trustees including the Chair, Treasurer and parent's representation and meets every 3 months.

Members of the Trustee Board complete '*Trustee Induction*' training within the first 5 months of joining.

The Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property;

The raising of funds and the administration of Group finance;

The insurance of persons, property and equipment;

Assisting leaders and other adult supporters where required;

Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors other than those who are elected.

Ensuring the charity is run well.

Section B	Structure, governance and management (continued)
	<p>The Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	Activities include a wide range of topics done on weekday evenings with additional camps over the weekend. This includes group camps, visits to other organisations such as our local church and visits from other organisations such as the police and fire service.
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>Volunteers are the lifeblood of the group. We maintain significant support from our Trustee Board and Squirrels, Beavers, Cubs and Scout leaders with additional ad-hoc support from parents and other helpers.</p> <p>We pursue an active policy when applying for grants to further improve our facilities and enable a wider range of activities to our members.</p>
Public benefit statement	The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year

2025 was a busy year as we introduced a new Squirrels section. The group continues growing and has a waiting list for members, which exceeds capacity in the group. The group has continued to pursue grant funding which has covered improvements to the facilities including new tents and other scouting equipment. The charity maintains a position of spending all grant money received on improvements that benefit the young people that attend.

Section E	Financial Review
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Brief statement of the charity's policy on reserves

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 3 months running costs assuming membership is maintained, this is circa £4,000.

The Group held reserves of approximately £7,500 against this at year end. This is above the level required for operating expenses and an additional reserve is held in addition for emergencies.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)


You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

The charity's principal source of funds is subs paid by young people joining the group. In addition the group undertakes fundraising activities through hire of the hall to local groups, internal fund raising and applying for available grants.

• how expenditure has supported the key objectives of the charity;	Expenditure in 2025 allowed a full provision of activities for all sections and ensured the ongoing maintenance and safety of our scouting facility.
• investment policy and objectives;	The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The group is now saving towards a new roof which is currently sound but at some point will require replacement at significant cost. No specific activities are planned to secure funding this will be done through additional saving and if possible securing a grant.

Section G	Declaration
The trustees declare that they have approved the trustees' report above	
Signed on behalf of the charity's trustees	
Signature(s)	 <input type="text"/>
Full name(s)	<input type="text" value="Kevin Sutton"/> <input type="text"/>
Position (eg Secretary, Chair)	<input type="text" value="Treasurer"/> <input type="text"/>
Date	<input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="3"/> <input type="text" value="2"/> <input type="text" value="6"/>

114TH TRENTHAM SCOUT GROUP (1037656)

Receipts and payments account

From	01/01/2025	To	31/12/2025
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Receipts and payments

	Unrestricted funds	Restricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	12,830	-
Donations	487	-
Gift Aid	5,042	-
Camp and group trip income	6,200	-
Sub total	24,559	-
Grants		
Other grants	-	-
Sub total	-	-
Fundraising events (gross)		
Fun day	976	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	-
Sub total	976	-
Scout hut income		
Hire of building	5,501	-
Hire of equipment	-	-
Other Scout hut income	187	-
Sub total	5,688	-
Investment income		
Savings interest	-	45
Surplus from unrestricted	-	1,200
Sub total	-	1,245
Total Gross Income	31,223	1,245
Asset and investment sales, etc.	-	-
Total receipts	31,223	1,245

114TH TRENTHAM SCOUT GROUP (1037656)

Receipts and payments account

From	01/01/2025	To	31/12/2025
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Receipts and payments

	Unrestricted funds	Restricted funds
	£	£
Payments		
Charitable Payments		
Utilities	3,686	-
Scouting costs	9,437	-
Building costs	6,424	-
Outside costs	1,562	-
Grant expenditure	300	-
Camps & Trips	7,861	-
Money to reserve	1,200	-
Other costs detail 2	-	-
Other costs detail 3	-	-
Sub total	30,470	-
Fundraising expenses		
Fun day	571	-
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	571	-
Total Gross Expenditure	31,040	-
Asset and investment purchases, etc.	-	-
Total payments	31,040	-
Net of receipts/(payments)	182	1,245
Cash funds last year end	13,546	5,022
Cash funds this year end	13,729	6,267

114TH TRENTHAM SCOUT GROUP (1037656)

Receipts and payments account

From	01/01/2025	To	31/12/2025
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Statement of assets and liabilities at the end of the year

	Unrestricted funds	Restricted funds
	£	£
Cash funds		
Bank current account	13,729	-
Bank deposit account	-	6,267
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	13,729	6,267
	(agree balances with receipts and payments account)	ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock (Not possible to value)	-	-
Scouting equipment, furniture etc (based on insurance value)	45,000	-
Other	-	-
Sub total	45,000	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	58,729	6,267

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th March 2026 and signed on their behalf by

Esther Harrison-Cloke: Chair

Kevin Sutton :Treasurer

Introduction

This document is to help Independent Examiners of Scout Group's, District's, County's, Area's or Regions' (Scotland) annual accounts.

Full guidance from the charity regulators should be read and followed. This can be found on the links below along with the templates for company charities:

Charity Commission for England & Wales – Independent examination of charity accounts: examiners (CC32)
<https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-examiners-cc32>

The Office of the Scottish Charity Regulator – Independent examination: A Guide for Independent Examiners
<https://www.oscr.org.uk/guidance-and-forms/independent-examination-a-guide-for-independent-examiners/>

The Charity Commission for Northern Ireland – Guidance for independent examiners (ARR07)
<https://www.charitycommissionni.org.uk/manage-your-charity/annual-reporting/>

It is important that the right template is used for the type of accounts being independently examined and the country that the Scout Group, District, County, Area or Region (Scotland) is within.

Extra guidance to help work out which template to use, can be found in the appendices of [Accounting & Audit Requirements for Group, Districts, Counties/Areas & Scottish Regions](#).

Notes

An unqualified template is one where the examiner has no concern to highlight to the trustees.

A qualified template is one where the examiner has a concern to highlight to the trustees.

The Templates are provided below

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 114th Trentham Scout Council

I report to the trustees on my examination of the accounts of the **114th Trentham Scout Group** for the year ended **31st December 2025**

Responsibilities and basis of report

As the charity trustees of the **114th Trentham Scout Group** you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the **114th Trentham Scout Group** accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the **114th Trentham Scout Group** as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Stephen Parkhouse

Relevant professional qualification or membership of professional bodies (if any):

Address: 7 Lawrence Drive, Swynnerton, Staffordshire. ST15 0PH

Date: 31 March 2026

Template 3: Qualified report for a non-company charity preparing receipts and payments accounts

Independent examiner's report to the trustees of 114th Trentham Scout Council

I report to the trustees on my examination of the accounts of the **114th Trentham Scout Group** for the year ended **31st December 2023**

Responsibilities and basis of report

As the charity's trustees of the **114th Trentham Scout Group** you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the **114th Trentham Scout Group** accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement- matter of concern identified

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that:

1. accounting records were not kept in respect of the **114th Trentham Scout Group** as required by section 130 of the Act; and
2. the accounts do not accord with those records.

The receipts and payments accounts prepared for the **114th Trentham Scout Group** show cash received in the year of **[Insert total figure of cash received]** however **[Insert a description of the issues that cause concern]**.

[For example: No records have been kept to match the record of the donations received to the deposits made and cash balances were retained and not deposited at the charities bank. The only written record retained is a letter advising a grant award of £10,000. The majority of the expenditure was made in cash from retained unbanked cash or via cash withdrawals using a charity debit card but few receipts were kept. Aside from invoices for utilities and rent and play equipment, there are no records of volunteer or other expenses. Total cash spent amounted to £86,000 with receipts for only £41,732 leaving £44,268 of payments without any supporting records.]

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed:

Name:

Relevant professional qualification(s) or membership of professional bodies (if any):

Address:

Date: